

# Frost Elementary School Handbook 2023-2024

## Vision Statement

To educate all children in a nurturing safe environment that promotes optimal learning through positive relationships, high-expectations and respectful behavior.

## Mission Statement

Frost's mission is to:

- Create a community of learners
- Nourish a growth mindset amongst all students
- Encourage a love of learning through engaging lessons
- Instill mutual respect through positive communication

## Positive Behavioral Intervention and Support (PBIS)

PBIS is a school wide system to promote a positive school culture where students feel safe to learn. Students at Frost's adhere to the following school responsibilities.

### Frost Elementary School Responsibilities

1. Be Respectful
2. Be Responsible
3. Be Safe

## School Day Schedule

8:15 a.m.	Arrival of bus students and parent transport students
8:15 a.m.-8:40 a.m.	Breakfast served
8:30 a.m.	Students enter classrooms and begin daily activities
8:40 a.m.	Morning announcements
8:45 a.m.	Classes begin
11:00 a.m.-11:30 a.m.	PreK-2 lunch
11:40 a.m.-12:10 p.m.	Grades 2-3 lunch
12:15 p.m.-12:45 p.m.	Grade 4-5 lunch
3:10 p.m.	Dismissal begins

## Morning Arrival

Students should be dropped off between 8:15 a.m. and 8:40 a.m. to begin their day. Any student arriving after 8:40 a.m. will be considered tardy and need to be signed in by an adult. When dropping students off, avoid the bus loading and unloading area which is painted yellow.

## Dismissal / Safety

Announcements will begin at 3:10 p.m. Dismissal of students will begin at the conclusion of the announcements. Families that choose to pick up their child(ren) from school may park on the right side of the horseshoe road in front of the school, on Shaw Street in front of the school and on Rynex Avenue which runs along the school. We will shut off part of the horseshoe loop prior to students being dismissed.

- Parent transport and student walkers leave the building at 3:10 pm, through the cafeteria doors. PreK - Grade 1 dismiss through the right door and Grades 2-5/Siblings dismiss through the left door.
- Parents/guardians must complete a form for any student wishing to ride a bike/scooter to school. Contact the main office to discuss procedures and to get the bike/scooter form.
- Bus students are dismissed as buses arrive.
- Early Dismissals: If your child needs an early dismissal for various reasons, please send a note on the day of the early dismissal. Students must be signed out in the office for an early dismissal.
- Change in dismissal: If your child has a change in dismissal send a note in the morning notifying the teacher/office of the change. (Ex. student is typically a bus student but will be

parent pick up for the day.) We understand that sometimes an emergency arises and a note cannot be provided in advance.

### **School Bus Regulations**

In order to maintain safety, students riding the school bus **must** observe bus rules while traveling to and from school. Bus rules will be sent home with all bus riders. Help the drivers keep the school bus safe by reviewing the bus rules with your student.

### **Report Cards, Grades, and Assignments**

We encourage parents to utilize the **ASPEN** website throughout each nine week period to keep themselves updated with their child's assignments and grades. Parents can get to Aspen by going to the Allegany County Public Schools homepage <https://acpsmd.org>. Click on the Aspen button. Login ID is the student's lastname.firstname. Password is their 4 digit number (contact school if not known). Click Log On. The PAGES top tab will include Recent Activity will show test and assignments. Published Reports will show your child's report card.

### **Lunch Applications, Prices and Menus**

Lunch applications are mailed to your home through the Board of Education. Each household only needs to complete and return **one** application. Please return the application on the first full day of school.

If you need an application, please notify the school at 301-689-5168 and we will send an application home with your child. Remember, all applications are to be returned to Frost Elementary School as soon as possible. Regardless of your lunch status last year, families must return an application each year.

#### **Cafeteria Prices for 2023-2024**

Breakfast prices: Regular Price \$1.40

Lunch prices: \$2.65

Monthly lunch menus are posted on the ACPS website. Lunch choices will also be announced each day during the morning and evening announcements.

### **Video Surveillance Cameras**

To provide a safe and secure environment and deter inappropriate behavior or illegal activity on school property, Allegany County Public Schools are utilizing video surveillance cameras. Signs have been posted at entrances of our school making visitors aware of the camera use. Video surveillance is intended for the purpose of reviewing an alleged incident that may compromise the safety or security of our school grounds and to prevent and deter inappropriate activity.

### **School Safety Procedures**

Learning at Frost Elementary School requires a safe and orderly environment. All visitors to Frost Elementary must enter through the main entrance and buzz to enter the building. At that time school personnel will observe the visitor at the door and unlock the door. Visitors then should proceed to the office area to speak with the secretary and get signed into the building.

### **Attendance**

Regular school attendance is directly related to school achievement. The following meets our exclusion criteria for absences: fever of 100.4 or greater in the last 24 hours, COVID-like symptoms (emphasized with a known exposure), multiple episodes of vomiting and/or diarrhea, and diagnosis of a contagious sickness (i.e. Strep, Conjunctivitis). Call the school nurse with any questions.

All absences, tardiness, requests for early dismissal, vacations or any other change in the regular daily program of your child must be explained in a written note to the teacher/office. Students are also responsible for completing all missed work.

Students will be marked tardy if entering the building after 8:40 a.m. **After this time, it will be necessary for a parent/guardian to accompany his/her child to the office to sign the Tardy Log.** Also this year as in past school years, daily attendance records will be transferred electronically to the Pupil Personnel Office at the Board of Education.

## **Emergency Information Forms**

Please complete the Emergency Information Forms sent home with your child and return them to school as soon as possible. In the event that a child becomes ill or is injured, it is necessary that we are able to contact a parent/guardian as quickly as possible. Include an alternate number in the event that you cannot be reached.

**If this information changes during the school year, please notify the office so our records can be updated.**

## **Medication Forms**

A new medication form must be completed at the beginning of each school year if medication is to be given daily at school. No medication will be administered without a Physician's Order Form on file. All area physicians have medication forms in their office. Physicians may fax completed forms to Frost Elementary School at 301-689-1735 or email form to [fsoffice@acpsmd.org](mailto:fsoffice@acpsmd.org). Medication delivered to school should be done by an adult. Students should never bring medication in their backpack.

## **Health Nurse**

Frost Elementary is staffed with a full time health nurse. If your child has any special health needs please feel free to call her at **301-689-5168** during these hours.

## **Parent – Teacher Conference Day**

We encourage all parents to participate in conferences with their child's classroom teacher. Scheduled Parent-Teacher conferences for Allegany Public Schools for the 2023-2024 school year are :

October 2, 2023 11:00 - 2:00 pm and 3:00 - 5:30 pm  
March 4, 2024 10:00 - 12:00 pm and 1:00 - 3:30 pm

## **Home/School Communication**

Each child will be assigned a Frost Folder. This folder will come home daily and will contain papers that should be returned to school and papers that should be kept at home. In addition, grade 1-5 students are assigned an Assignment Notebook where daily assignments will be written.

## **Student Belongings**

Please remind your child(ren) that they are responsible for all their personal belongings. We discourage children from bringing toys or games to school except during sharing time or when requested to do so by the teacher. In addition, with students of this age, we discourage bringing cellphones to school. However, if your student needs to bring a cellular device, the policy is that the phone is kept turned off in their backpack.

Our Lost and Found is located inside the front door of the school. If an item is found, it will be placed there for students to claim.

Please help us keep clothing and material losses to a minimum by writing your child's name with permanent marker on all items.

## **Parent-Teacher Association**

Frost Elementary School is proud of its active Parent Teacher Association. Each year, PTA members conduct fundraisers to raise money to provide students and teachers with additional instructional supplies, materials and equipment to help insure student academic success. The Frost PTA also works closely with the school administration to organize and conduct many instructional and fun activities and programs that enhance the curriculum.

### **Frost PTA Officers for 2023-2024 are as follows:**

President	Dan Dewitt
Treasure	Theresa Dewitt
Secretary	Natasha Bittner
Teacher Rep.	Stephanie Beeman